

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

AMENDED

POSTING NUMBER: HR-0028

ISSUE DATE: April 2, 2013

TITLE: Planned Real Estate Development Analyst

CLOSING DATE: April 16, 2013

DIVISION/UNIT: Codes and Standards / Bureau of Homeowner Protection /
Planned Real Estate Development Unit (PRED)

LOCATION: DCA Building, 101 South Broad Street, Trenton

SALARY RANGE: P27 \$65,890.76 – \$93,819.11

POSITION(S): 1

DISTRIBUTION: Statewide

DESCRIPTION OF MAJOR DUTIES: In the Division of Codes and Standards, Bureau of Homeowner Protection, Planned Real Estate Development Unit does the review of the more complex conversion and new construction applications for registration and Public Offering Statements in accordance with the Planned Real Estate Full Disclosure Act and Regulations. Does other related work as required.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience in the review and processing of legal documents relating to the development and sale of residential real estate and financial contracts and statements.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: An L.L.B. or J.D. degree may be substituted for the required experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

- ☐ A promotable eligible exist within the unit scope.
- ☐ A promotional or open competitive list exists.
- ☐ Depending upon the qualifications of applicants, appointment may be made at a lower level.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Human Resources Director
New Jersey Department of Community Affairs
HR# 0028
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume.

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer